

**STANDARD OPERATING PROCEDURES
FOR
FECA TECHNICIANS/SPECIALISTS
CA1 TRAUMATIC INJURY CLAIM
ELECTRONIC DATA INTERCHANGE (EDI) CLAIM SUBMISSION**

- 1) **Check DIUCS daily for EDI submissions from Supervisors or Command Point of Contact (POC).** Claims must be submitted to DOL within 10 calendar days from receipt by the HRO.

- 2) **Authenticate EDI submission**
 - a) Section #11. Date submitted should be the same as the date the employee signed the form Section #15.
 - b) Section #17. The reporting office should be your office's name and address: CNRSE HRO, Your address
 - c) Section #17, OWCP Agency Code. The four digit chargeback code of the activity the claimant works for. (Example: NAVFAC – 6443).
CPO Code: 2 alpha characters (Example: LH for NAS Jacksonville activities)
UIC for claimant's activity – always put 4 zero's in front of every UIC. (Example: 000069450)
District Office – District 06 for Jacksonville, District 16 for Dallas Texas.
 - d) Section #23. This date must be the same date as the supervisor's signature date in block #38..
 - e) Section #36. If supervisor indicated he/she wants to controvert claim.
 - i) Immediately provide Specialist with a copy of claim form and any substantiating documentation after electronic submission to ICPA.
 - f) Section #39. Ensure that appropriate block is checked for kind of claim submitted.
 - i) No lost time and no medical expense. Will not be forwarded to OWCP. HR will hold form and documentation for one year. These claims will go into the "Reject/Rerouted Claims" section of the EDI claims system and will stay there. If the claimant decides he/she wants the claim submitted because the injury has developed into something more serious, the claim can be retrieved and submitted at that time.
 - ii) No Lost time, medical expense incurred or expected. Will be forwarded to OWCP
 - iii) Lost time covered by leave, LWOP or COP. Will be forwarded to OWCP
 - iv) First Aid Injury. Will not be forwarded to OWCP. Hold form and documentation for one year. These kind of claims will go into the "Reject/Rerouted Claims" section of the EDI claims system and will stay there. If the claimant decides he/she wants the claim submitted because the injury has developed into something more serious, the claim can be retrieved and submitted at that time.

- 3) **Print copy of claim form**
 - a) Print just the first 2 pages for case file.

- 4) **Submit to Department of Labor (DOL).**
 - a) If claims are submitted early in the day, you should be able to get a claim number within 1 to 2 days. Claims submitted later in the day take longer to get claim numbers assigned.
 - b) Check AQS or DIUCS daily for claim number by entering claimant's social security number.

5) Case File – One file for each claim submitted

Set up case file as soon as claim is submitted to DOL. Keep on desk until claim number has been received.

a) Outer tab Label – Right side

- i) Top Left
 - (1) Claimant's Name
 - (2) Date of Injury
- ii) Top Right
 - (1) Case Number
 - (2) Injury

b) Inside Left Side

- i) Copy of AQS printout (On top) printed once claim number is received
- ii) Copy of Claimant's PD if available
 - It is a good idea to get a copy of the PD on all claims submitted.
- iii) Copy of date of injury SF-50 (Notice of Personnel Action)

c) Inside Right Side - Everything should be filed from oldest to newest.

- i) CA2 form printed from EDI
- ii) Original CA2 received from employee or supervisor
- iii) Copies of all medical received with CA2.
- iv) Claimant information form (Always keep on top) (See Sample)

Copies of everything sent to DOL should be kept in the case file.

Psychiatric medical documents should be sent directly to DOL, copies should never be placed in your office case files.

6) Send email message to supervisor. To let him/her know that you received the claim via EDI and submitted it to DOL. Keep a copy of the message for the case file. (See Sample)

7) When claim number is received, send letter to claimant. (See Sample)

8) Agency Specific Code #1

- a) Access DIUCS
- b) Access Case Query
- c) Click on "Personnel Tab"
 - i) Scroll to Agency Specific Code #1
 - ii) Enter Date of Injury UIC (Uniform Identifier Code) (Example: 65886)

9) Input case into TWMS (see TWMS Input SOP)

All active case files should be kept in a cabinet that is to be locked before leaving the office for the day.

Inactive files should be kept in a separate cabinet and locked.

See SOP for purging case files.